

Technical Writing

Certificate

18 Credit Hours

This program is offered by the College of Humanities and Social Sciences/Language, Literature and Philosophy Department and is available at the St. Louis main campus and online.

For information on the general requirements for a certificate, see Certificate under the Academic Policies and Information section of this catalog.

The Technical Writing Certificate prepares students to communicate complex information clearly, accurately, and ethically in professional and technical settings. Designed for students across majors, including STEM fields, as well as working professionals seeking upskilling, the certificate builds practical skills in audience-centered writing, research, document design, and revision. Students learn to produce high-value workplace documents such as reports, proposals, manuals and user guides, standard operating procedures (SOPs), and web-based help content.

Coursework emphasizes usability and accessibility, helping students create documents that readers can navigate and apply with confidence. Students also develop editing and quality-control skills, including plain language techniques and ethical communication practices. Through collaborative projects, students learn to work with subject-matter experts, incorporate feedback, and improve documents through iterative revision.

Students complete the certificate with a portfolio of polished technical documents that demonstrates career-ready communication skills for internships and employment in a wide range of industries.

Learning Outcomes

Successful recipients of the certificate program will be able to:

- Analyze audience, purpose, and context and adapt technical and professional communication for diverse users, including attention to disciplinary conventions and stakeholder needs.
- Design and produce clear, accurate technical documents (e.g., reports, proposals, instructions/manuals, web-based help) using appropriate genres, formats, and technologies.
- Integrate research, data, and visuals (e.g., tables, figures, diagrams) to strengthen clarity, credibility, accessibility, and usability.
- Edit and revise technical documents for style, coherence, consistency, and accuracy, applying plain-language principles, document design standards, and ethical communication practices.
- Collaborate effectively in workplace documentation processes, working with subject-matter experts and users to gather requirements, manage feedback, conduct usability testing when appropriate, and improve documents through iterative revision.

Required Courses

Choose 18 credit hours from:

- WRIT 2400 Introduction to Professional Writing (3 hours)
- WRIT 2090 Writing in the Workplace (3 hours)
- WRIT 2500 Writing About Science (3 hours)
- WRIT 3100 Report and Proposal Writing (3 hours)
- WRIT 3300 Solving Information Problems (3 hours)
- WRIT 3400 Editing and Style (3 hours)
- WRIT 3200 Technical Writing (3 hours)

- WRIT 4000 Topics in Professional Writing (3 hours)